

## **LLPOA Policy and Procedure Director Replacement Procedure**

1. A list of members in good standing interested in serving on the Board of Directors is to be maintained by the office of the LLPOA. The Secretary of the Board, or Designee, or the Office Manager shall prepare a list of qualified applicants from the office file.
2. Upon notification of the vacancy in the Board of Directors; the President shall immediately notify all members of the Board of the vacancy and the subdivision represented. This notification shall be via e-mail, telephone, and/or US mail.
3. Board members will have ten (10) days after the notice of the vacancy to present in writing to the President any names of candidates who have agreed to serve on the Board.
4. All potential candidates will be members in good standing of the LLPOA and to be provided with copies of the duties and responsibilities of a director. "Board Member Job Description".
5. Directors shall be a property owner in the subdivision to be represented; however, if there are no nominations from the said subdivision the Directorship shall be opened to the general membership.
6. Potential candidates are to verify in writing that they are interested and the President, or Designee, will verify the interest of the nominees.
7. Board members will be advised of those Association members who would be willing to serve on the Board a minimum of three (3) days prior to the next Board meeting.
8. Nominations from the floor will be accepted at the meeting.
9. Candidates will be invited to speak at the Board meeting and express their views, etc.
10. The candidates will be excused from the meeting during the discussion and voting. If more than three (3) candidates are presented for a position, the top three in the election will be selected for an off election.